

# Faculty eServices Grade Submission in PeopleSoft 9

The "New" Faculty Center sign-in page has not changed from the former Faculty eServices page. You simply login using your Faculty ID as you did before. **Instructor and student information have been removed for confidentiality purposes.**

The screenshot shows the Palomar College Faculty eServices sign-in page. At the top, it says "PALOMAR COLLEGE Learning for Success" with navigation links for eServices, Online Students, College Directory, Site Index, Search, and Contact Us. Below this is a navigation bar with "Information for: Students | Faculty & Staff | Community | Employment | Alumni & Donors". The "Faculty" tab is selected. A welcome message states: "Welcome to the Faculty eServices signon page. THIS IS A TEST SYSTEM ONLY. Through this portal you will be able to view your class rosters, email students, drop students, post grades, and much more." There is a sign-in form with fields for "Employee ID#" and "Password" (Case Sensitive), and a "Sign In" button. To the right, an "Instructions" box contains links for "Forgot my Employee ID# or password", "Change my password", and "Need help signing in". At the bottom, there is a link to "Return to Palomar College Home".

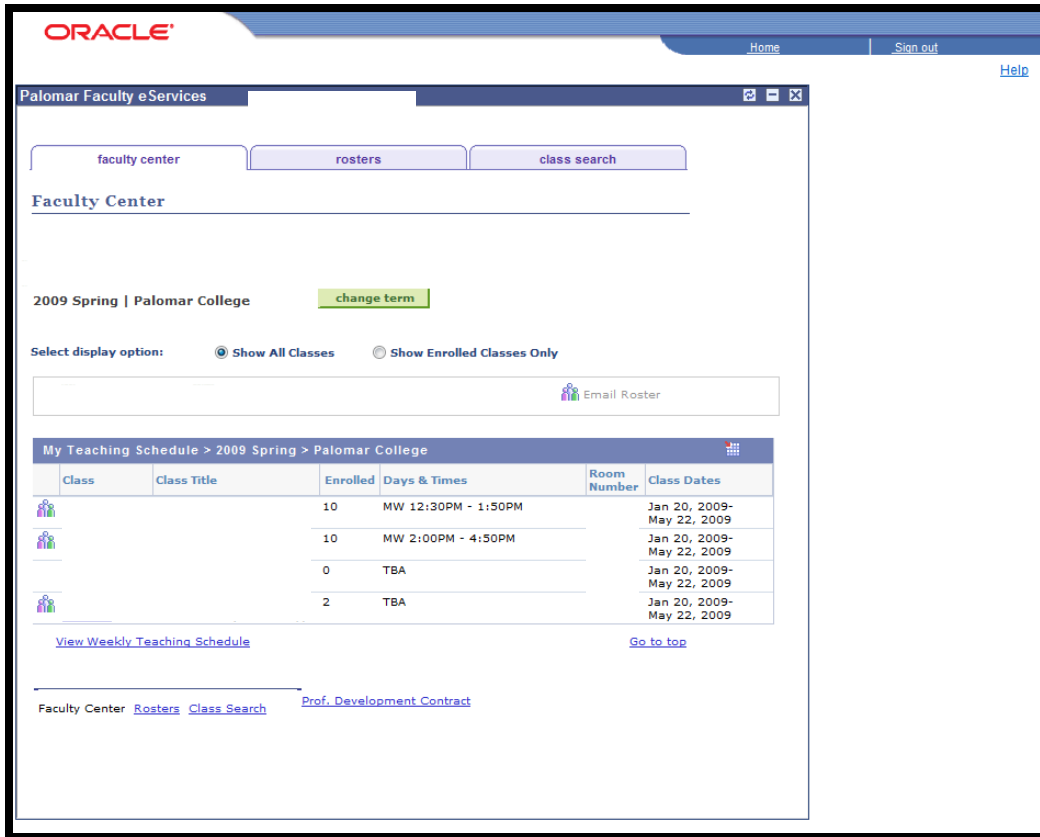
Once logged-in, the following page displays:

The screenshot shows the Palomar Faculty eServices dashboard after logging in. The Oracle logo is in the top left, and "Home" and "Sign out" links are in the top right. The page title is "Palomar Faculty eServices". There are three tabs: "faculty center", "rosters", and "class search". The "Faculty Center" section is active. It shows "2009 Spring | Palomar College" with a "change term" button. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". There is an "Email Roster" button. The main content area is titled "My Teaching Schedule > 2009 Spring > Palomar College" and contains a table with the following data:

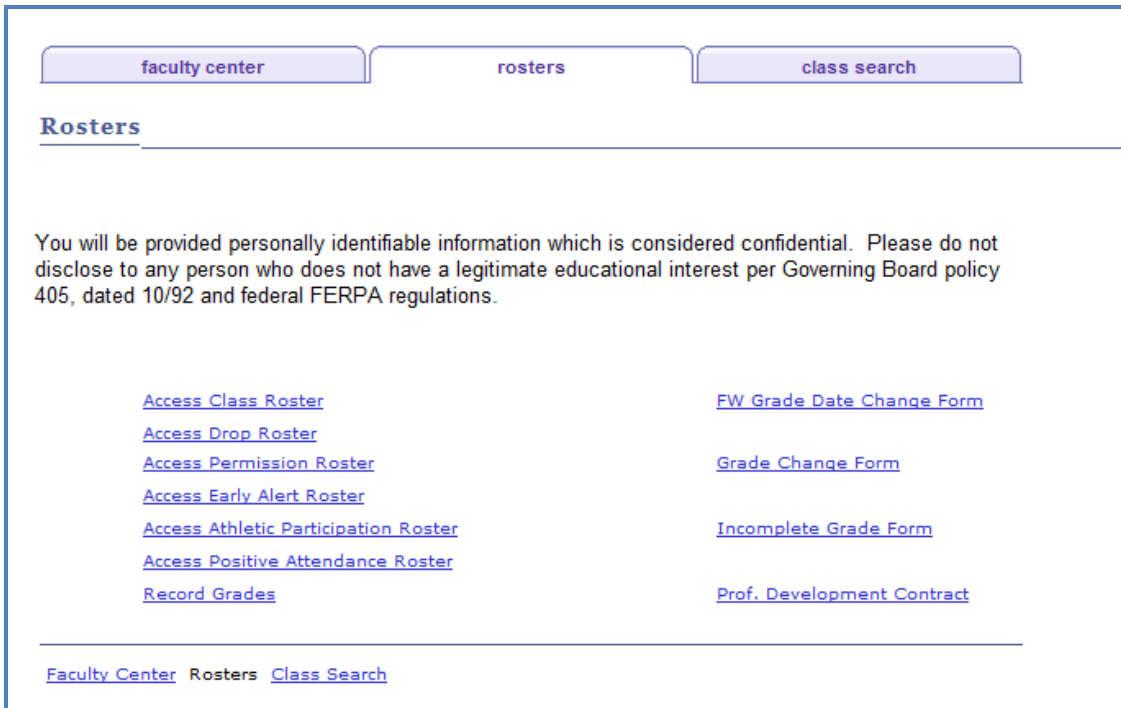
Class	Class Title	Enrolled	Days & Times	Room Number	Class Dates
		10	MW 12:30PM - 1:50PM		Jan 20, 2009- May 22, 2009
		10	MW 2:00PM - 4:50PM		Jan 20, 2009- May 22, 2009
		0	TBA		Jan 20, 2009- May 22, 2009
		2	TBA		Jan 20, 2009- May 22, 2009

Below the table are links for "View Weekly Teaching Schedule" and "Go to top". At the bottom, there are navigation links for "Faculty Center", "Rosters", "Class Search", and "Prof. Development Contract".

Grade, Drop, Class, etc. rosters may be accessed clicking on the “Rosters” tab.



**Note:** The “rosters” page is very similar to what existed in PeopleSoft version 8 with essentially the same links available. Choose the “Record Grades” link.



**Note:** Only those terms for which an instructor has taught classes will be visible. Select a term.

## Record Grades

Select the term for which you would like to view your roster.

### Available Terms

[2009 Spring](#)  
[2008 Fall](#)  
[2008 Summer](#)  
[2008 Spring](#)  
[2007 Fall](#)  
[2007 Summer](#)  
[2007 Spring](#)  
[2006 Fall](#)  
[2006 Summer](#)  
[2006 Spring](#)  
[2005 Fall](#)  
[2005 Summer](#)  
[2005 Spring](#)  
[2004 Fall](#)  
[2004 Summer](#)  
[2004 Spring](#)  
[2003 Fall](#)  
[2003 Summer](#)  
[2003 Spring](#)  
[2002 Fall](#)  
[2002 Summer](#)  
[2002 Spring](#)  
[2001 Fall](#)  
[2001 Summer](#)



[Grade Change Form](#) [FW Grade Date Change Form](#) [Incomplete Grade Form](#) [Faculty Center](#)

Choose a course to grade.

## PALOMAR COLLEGE

[Home](#)

### Select Grade Roster

2008 Spring

Select the Course Title of the roster you wish to view.

Course Title	Subject	Catalog Nbr	Class Nbr	Cap Enrl	Tot Enrl	Wait Tot
<a href="#">INTERMEDIATE ALGEBRA</a>	MATH	60		40	7	
<a href="#">COLLEGE ALGEBRA</a>	MATH	110		35	12	

[Select a Different Term](#)

If your grade roster is not listed, please contact Rick Gommel at ext. 3030, or email [rgommel@palomar.edu](mailto:rgommel@palomar.edu); or call Rick Herren at ext. 3117, or email [rherren@palomar.edu](mailto:rherren@palomar.edu).

View of grade roster.

Home

### Grade Roster

2008 Spring

#### INTERMEDIATE ALGEBRA

Class Nbr	Subject	Catlg Nbr	SectionDescription	Units	Course Component	Status
	MATH	60	29 INTERMEDIATE ALGEBRA	4.00	LEC	Open
Session: FT-1st 8wk					Avail	Wait
					33	0

Time: 11:00AM 12:50PM      Room:      Dates: 01/22/2008 03/18/2008  
Description:      Instructor: |

Total Students: 7      Attendance Type: Daily Census

Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	

[Submit Roster](#)


View of lower portion of the grade roster.

**Grading Basis Legend:**

ANC = Grade	AUD = Audit
GRD = Grade but not CR/NC	NON = Non Graded
CNC = CR/NC Only	NOG = Not Graded

**Enrollment Status Legend:**

E = Enrolled
D = Dropped

[Faculty Center](#)   [Rosters](#)      [FW Grade Date Change Form](#)   [Incomplete Grade Form](#)   [Grade Change Form](#)

[Select a Different Class](#)

Note: There are convenient links to the **Incomplete Grade Form**, **Grade Change Form**, **Select a Different Class**, and the **"NEW" FW Grade Date Change Form**. In addition, there are links to the **Faculty Center** and the **Rosters** pages.

The [Detail](#) link located in the roster header provides information such as deadlines, enrollment total, grading basis, etc.

Detail page:

**Class Roster**

**Class Search Detail**

Academic Institution: PALMR Palomar College  
Term: 2083 2008 Spring

[Basic Search](#) [Advanced Search](#) [Search Results](#) [Course Catalog Detail](#) [Return to Class Roster](#)

**Class Sections**

Class Nbr	Subject	Catlg Nbr	Section	Description	Units	Course Component	Status	Total Count	Wait Count
	MATH	60	29	INTERMEDIATE ALGEBRA	4	LEC	Open	33	0

Session: FT-1st 8wk

Time: 11:00AM 12:50PM      Description:      Dates: 01/22/2008 03/18/2008  
Description:      Instructor:

First Date to Enroll: 11/13/2007  
Open Enrollment Date: 11/27/2007  
Last Date for Wait List: 01/16/2008  
Last day to add without permission: 01/27/2008  
Last day to add with permission: 02/03/2008  
Census Date: 02/04/2008  
Last day to drop without grade: 02/07/2008  
Last day to audit /CR/NC: 02/08/2008  
Last day to drop with W: 02/21/2008

**Grading Basis Legend**

ANC = Grade  
GRD = Grade but not CR/NC  
CNC = CR/NR Only  
AUD = Audit  
NON = Non Graded  
NOG = Not Graded

[Basic Search](#) [Advanced Search](#) [Search Results](#) [Course Catalog Detail](#) [Return to Class Roster](#)

Click the **“Return to Class Roster”** link.

The top bar of the Grade Roster contains a **“Customize”** link. This link enables the user to change how the roster is viewed, i.e., the order of the columns and/or the sort order.

Click here to customize the roster view.

Customize | Find | View All | First 1-7 of 7 Last

Click the **“Customize”** link. The **Personalize Column and Sort Order** page gives several options for changing the way the roster is viewed.

**PALOMAR COLLEGE** Home

Menu  
Search: [ ]

- Community College Data
- Palomar Reports
- Self Service
  - Campus Personal Information
    - eApp
    - Rosters
  - Faculty Center
    - Request Information
    - Class Search
    - Class Search
  - Campus Community

**Personalize Column and Sort Order**

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

**Column Order**

- (column 1)
- Student ID
- Name
- Enrollment Status
- Grading Basis
- Grade Input
- Official Grade

Hidden  Frozen

**Sort Order**

Descending

OK Cancel Preview Copy Settings

The page below illustrates changing the **Sort Order** to “**Name**” then “**Student ID**” and the **Column Order** changed to “**Name**” as the first field and “**Student ID**” as the second field, etc. The sort order is a matter of individual preference.

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

**Column Order**

- (column 1)
- Name
- Student ID
- Enrollment Status
- Grading Basis
- Grade Input
- Official Grade

⬆ ⬇ ⬆ ⬇

Hidden
  Frozen

**Sort Order**

- Name
- Student ID

⬆ ⬇ ✖

Descending

OK
Cancel
Preview

Click on Preview to see how the Column and Sort Order appears making changes.

Grade roster with **Grade Input** field as first field, **Name** second and **Student ID** third.

Customize   Find   View All   <span style="float: right;">First 1-7 of 7 Last</span>					
Grade Input	Name	Student ID	Enrollment Status	Grading Basis	Official Grade

## Entering and submitting the grades

Grades may be entered either by selecting from the drop-down list or keying in the letter and tabbing to the next row. When tabbing, press the letter “F” twice for the “FW” grade.

**PALOMAR COLLEGE** Home

**Total Students:** 7 Attendance Type: Daily Census

Asterisk (\*) Federal Program Participants [Detail](#)

Customize   Find   View All   <span style="float: right;">First 1-7 of 7 Last</span>					
Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	A	
		E	ANC	A	
*		E	ANC	FW	
		E	ANC	FW	
*		E	ANC	B	
		E	ANC	I	
*		E	ANC	C	

Submit Roster

Grades visible in the drop-down list are determined by the Grading Basis.

A  
B  
C  
D  
F  
FW  
I

**Note:** There is a new "required" field on the grade roster for entering the **Last Contact Date**. When entering an "FW" grade, enter a date between the second day of class and the last day of class. See "[New FW Grade Procedure](#)" in this document.

2009 Spring

**ORGANIC CHEMISTRY**

Class Nbr	Subject	Catlg Nbr	SectionDescription	Units	Course Component	Status
				5.00	LEC	Open
Session: Full-Semst					Avail	Wait
				8		0
Time: 12:30PM 1:50PM		Room:		Dates: 01/20/2009 05/22/2009		
		Description:		Instructor:		

Total Students: 10      Attendance Type: Weekly Census

Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade	Last Contact Date
		E	ANC			
		E	ANC			
		E	ANC			
		E	ANC			
		E	ANC			
		E	ANC			
		E	ANC			
*		E	ANC			
		E	ANC			
*		E	ANC			

[Submit Roster](#)

[Submit Roster](#)

Once the [Submit Roster](#) Button is pressed the grades are submitted and the message stating "**The grade roster has been submitted...**" will appear as illustrated below. If "FW" grades have been entered, see "[New FW Grade Procedure](#)" in this document.

Completed grade roster:

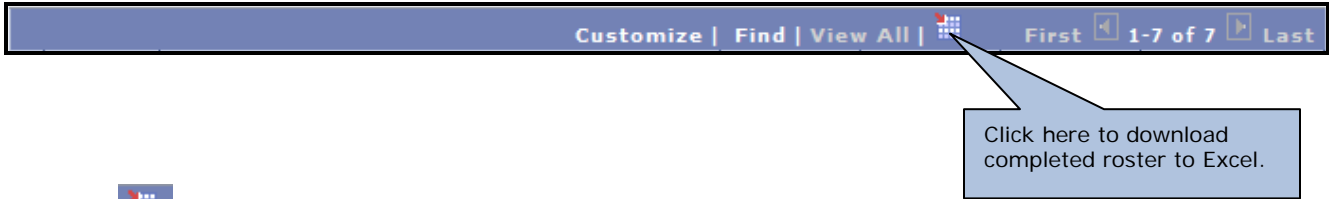
Total Students: 7      Attendance Type: Daily Census


Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	A	
		E	ANC	A	
*		E	ANC	FW	
		E	ANC	FW	
*		E	ANC	B	
		E	ANC	I	
*		E	ANC	C	

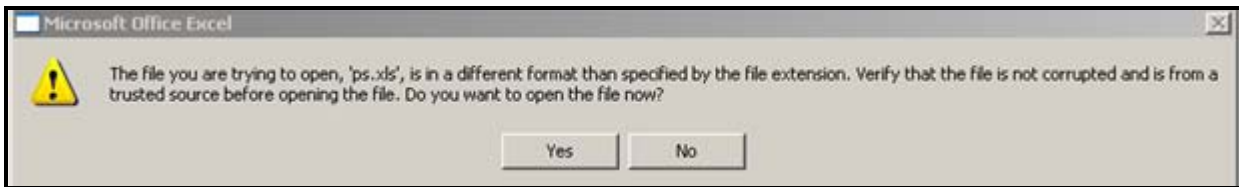
**The grade roster has been submitted. Reminder: You must submit an 'Incomplete Grade' form with student consent to the Records Office for all Incomplete Grades assigned. If you have questions, call (760) 744-1150 x2165.**

The top bar of the Grade Roster contains a “Download”  button which loads the grade roster data into an Excel spreadsheet.

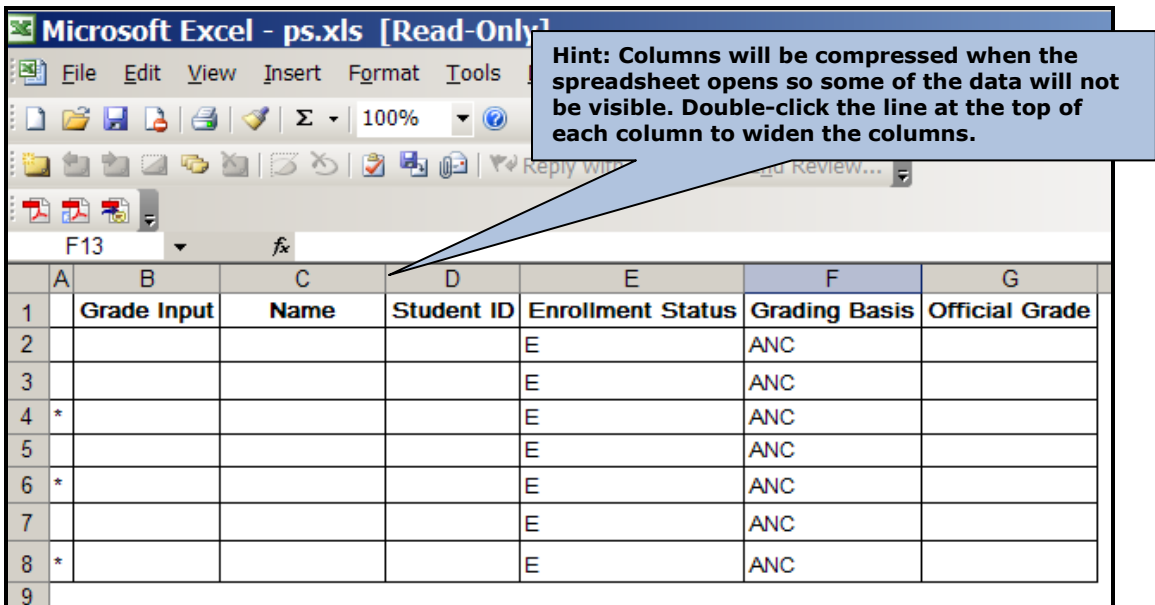


Click on  to download the roster to an Excel spreadsheet.

Depending upon the version of Microsoft Office being used, the following message may appear when downloading a roster to Excel. Click “Yes”. The file is not corrupted and is from a “trusted source”. If the spreadsheet does not open, refer to the document “**Setup for Opening Spreadsheets Using Excel in Internet Explorer**”.



Sample of a Downloaded Excel spreadsheet.



**Note: Grade Input, Name and Student ID have been removed for confidentiality.**

After printing and/or saving the Excel spreadsheet, close the spreadsheet and the extra “blank” page that opens with the spreadsheet.



Total Students: 10 Attendance Type: Weekly Census  
 Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade	Last Contact Date
		E	ANC	FW		01/20/2009

**Windows Internet Explorer**

The last contact date for student must be after the start date. Valid dates are between 2009-01-21 & 2009-02-18 (30001,207)

Per Federal reporting requirements, you must supply a last contact date for all students on the roster where you assign them the 'FW' grade option.

Note: The Last Contact Date field is available only when an "FW" grade is entered. Otherwise it remains unavailable as it is not required for grades other than "FW".

Total Students: 10 Attendance Type: Weekly Census  
 Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade	Last Contact Date
		E	ANC	FW		01/21/2009
		E	ANC	A		

**Submit** the grade roster as usual.

Total Students: 10 Attendance Type: Weekly Census  
 Asterisk (\*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade	Last Contact Date
		E	ANC	FW		01/21/2009
		E	ANC	A		
		E	ANC	A		
		E	ANC	B		
		E	ANC	C		
		E	ANC	B		
		E	ANC	A		
*		E	ANC	A		
		E	ANC	A		
*		E	ANC	C		

**The grade roster has been submitted.**  
 These grades will not be available to students until the Records Office posts them as 'official' (usually within a day of submission).  
 You must submit an 'Incomplete Grade' form with student consent to the Records Office for all Incomplete Grades assigned. If you have questions, call (760) 744-1150 x2165.

A new form "**FW Grade Date Change Form**" has been added to Faculty eServices. Use this form if it is necessary to "change" the date previously listed as the "Last Contact Date". The form will be emailed to the Records Department ([records@palomar.edu](mailto:records@palomar.edu)). The **FW Grade Date Change Form** is available in several locations on faculty eServices (See illustrations below).

faculty center      rosters      class search

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**Rosters**

You will be provided personally identifiable information which is considered confidential. Please do not disclose to any person who does not have a legitimate educational interest per Governing Board policy 405, dated 10/92 and federal FERPA regulations.

<a href="#">Access Class Roster</a>	<a href="#">FW Grade Date Change Form</a>
<a href="#">Access Drop Roster</a>	<a href="#">Grade Change Form</a>
<a href="#">Access Permission Roster</a>	
<a href="#">Access Early Alert Roster</a>	<a href="#">Incomplete Grade Form</a>
<a href="#">Access Athletic Participation Roster</a>	
<a href="#">Access Positive Attendance Roster</a>	<a href="#">Prof. Development Contract</a>
<a href="#">Record Grades</a>	

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[Faculty Center](#)   [Rosters](#)   [Class Search](#)

**Form to change FW date.**

**Record Grades**

Select the term for which you would like to view your roster.

**Available Terms**

- [2009 Spring](#)
- [2008 Fall](#)
- [2008 Summer](#)
- [2008 Spring](#)
- [2007 Fall](#)
- [2007 Summer](#)
- [2007 Spring](#)
- [2006 Fall](#)
- [2006 Summer](#)
- [2006 Spring](#)
- [2005 Fall](#)
- [2005 Summer](#)
- [2005 Spring](#)
- [2004 Fall](#)
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- [2003 Summer](#)
- [2003 Spring](#)
- [2002 Fall](#)
- [2002 Summer](#)
- [2002 Spring](#)
- [2001 Fall](#)
- [2001 Summer](#)

[Grade Change Form](#)   [FW Grade Date Change Form](#)   [Incomplete Grade Form](#)   [Faculty Center](#)

**Form to change FW date.**

**Grading Basis Legend:**

ANC = Grade	AUD = Audit
GRD = Grade but not CR/NC	NON = Non Graded
CNC = CR/NC Only	NOG = Not Graded

**Enrollment Status Legend:**

- E = Enrolled
- D = Dropped

[Faculty Center](#)   [Rosters](#)   [FW Grade Date Change Form](#)   [Incomplete Grade Form](#)   [Grade Change Form](#)

[Select a Different Class](#)

**Form to change FW date.**